



## **JOB DESCRIPTION | Accountant**

Kalamazoo Symphony Orchestra

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**Job Title:** Accountant  
**Organization:** Kalamazoo Symphony Orchestra  
**Reports to:** Director of Finance and Human Resources  
**Class:** Full-Time Exempt

### **Position Summary:**

Join a fun, flexible collaborative team at the KSO. The Accountant is responsible for maintaining the day-to-day financial operations including payroll and employee benefits, for the Kalamazoo Symphony Orchestra. A key element of this position is proper record-keeping, maintaining positive relationships with banks, vendors, and employees; and ensuring correct and optimal tracking and reporting of expenses and income. In fulfilling these duties, the Accountant works closely with the Executive Director, Director of Finance and Human Resources, administrative staff members, and outside vendors.

### **JOB DUTIES AND RESPONSIBILITIES:**

#### Financial Processing

- Process all accounts payable activity – maintaining vendor file, paying invoices, collecting W-9's and issuing 1099 tax forms
- Manage transactions for Bank and Credit Card Statements
- Process all accounts receivable activity
- Prepare monthly reconciliation of annual fund and campaign pledges
- Analyze accounts and process journal entries
- Ensure timely and correct processing of all financial transactions
- Prepare and review QuickBooks monthly reports
- Prepare daily deposit and daily recording of all credit card transactions
- Prepare monthly reconciliation of bank accounts for supervisor review
- Assist with financial reporting for grants and surveys.
- Assist Director of Finance and Human Resources in the preparation of audit schedules
- Work with the auditors and Director of Finance and Human Resources in preparation of the annual audit report and filing of tax reports.
- Assist Director of Finance and Human Resources in response to auditor's findings and recommendations in consultation with Finance Committee and take action as appropriate.

#### Human Resources, Payroll and Employee Benefits

- Prepare and process payroll in ADP and record payroll activity in Quickbooks
- Process retirement funding and union dues. Ensure compliance with payroll, union, and retirement plan reporting.
- Ensure proper and accurate record-keeping of all employee benefits, including time-off, health benefits, 403b plan benefits, and other benefits programs within QuickBooks and ADP.
- Maintain employee records (both staff and orchestra) within QuickBooks and ADP
- Prepare and file employer reports to government agencies (including unemployment), insurance companies, union, etc.
  - Manage organizational insurance policies
  - Assist the Executive Director and Director of Finance & HR with projects
  - Other duties as assigned by the Executive Director or the Director of Finance & HR

## EDUCATION AND EXPERIENCE

- Bachelor's degree in Accountancy preferred
- At least two years of related experience
- Non-profit accounting experience preferred
- QuickBooks experience preferred
- ADP payroll experience preferred.

## KNOWLEDGE, SKILLS AND ABILITIES

- Strong communication and organizational skills
- Ability to multi-task and take initiative
- Sensitivity to confidential information
- Ability to work independently and in a team environment with a professional and diplomatic demeanor
- Proficiency in Microsoft Office Suite
- Knowledge of generally accepted accounting principles
- Knowledge of payroll and benefits best practices.
- Experience with implementing new functionality for continuous improvement of accounting and payroll systems

## **About the KSO**

Our Mission: To serve our community through outstanding musical listening and learning experiences

Our Vision: Symphonic music is a part of everyday life throughout our community

Founded in 1921, the Kalamazoo Symphony Orchestra ([kalamazoosymphony.com](http://kalamazoosymphony.com)) is Southwest Michigan's premiere musical organization and the state's third largest orchestra. Serving Michigan's sixth largest metropolitan area, the KSO provides more than 40 concert performances each year and reaches more than 31,000 adults and youth annually through exceptional symphonic music, world-class guest artists, and engaging educational programs.

The Kalamazoo Symphony offers a competitive salary. This position is eligible for benefits including medical, dental, vision, life insurance, long-term disability, and a 403(b)-retirement plan. The KSO is a flexible employer and strives to create a positive, employee-centered work environment. Office hours will be primarily in person. The salary range for this position is \$38,000-\$42,000, commensurate with experience.

## **To Apply:**

To apply for this position, please submit a cover letter of introduction outlining your specific experience and qualifications, and resume in PDF format to at [HR@kalamazoosymphony.com](mailto:HR@kalamazoosymphony.com). No phone calls, please. For best consideration, please submit your materials by **January 28**.

At the Kalamazoo Symphony Orchestra, we are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and teammates without regard to race, color, religion, age, sex, pregnancy (including childbirth, lactation and related medical conditions), national origin, disability status, marital status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. Candidates from all backgrounds and walks of life are encouraged to apply.